



(Oct 2024)

SELF-SERVE PERMITTING INSTRUCTIONS

SIGNS

HELPFUL INFORMATION:

- The business for which a sign is for must first be legally established before applying for a sign permit (see establish use packet).
- Permitted signage is based on specific Zoning districts, see attached.
- You can find a location's Zoning district at: www.cityofrochester.gov/propinfo/
- "Frontage" is the length of the building along the street.
- Signs must be professionally manufactured.

MINIMUM SUBMISSION REQUIREMENTS: Complete the application form included with this packet and provide all the following:

- ✓ Completed Permit Application (attached)
- ✓ Instrument Survey Map of the property (sample attached)
- ✓ Drawings to scale of the proposed sign (sample attached)
- ✓ Building elevations or photos
- ✓ Connection details
- ✓ Insurance Certificates (see attached)

HOW TO SUBMIT: Your completed permit application package and fee (checks or money orders made payable to "City Treasurer") can be submitted by:

- Email: zoning@cityofrochester.gov (online payment instructions will be sent)
- In person Monday, Wednesday, Friday 9am to 4pm
- **Closed to walk-ins Tuesdays and Thursdays**
- Drop box provided at City Hall A Building lobby
- Mail: The Bureau of Zoning & Permitting
30 Church Street, Room 121B
Rochester, NY 14614

If you have any questions, please call 428-7043 for additional instructions. **Incomplete applications will be returned.** Thank you.



District	Permitted Signs
R-1 R-2, O-O and O-B	1 attached or detached sign, not exceeding 15 square feet in area; detached signs shall be posted no more than 4 feet in height from the finished grade of the lot
R-3, C-1, C-2, H-V, PMV, C-V and PD	<p>1 attached sign identifying uses or services on the premises that includes 0.5 square foot in area for every foot of the building frontage per street frontage;</p> <p>No more than 1 detached sign per parcel located in the front yard not exceeding 25 square feet in size per side of sign and posted no more than 4 feet in height from the finished grade of the lot</p>
C-3	<p>Maximum signage area of 10% of the primary building facade per lot including:</p> <p>Attached signs identifying uses or services on the premises not exceeding 1.5 square feet for every foot of building frontage; and/or</p> <p>1 detached sign located in the front yard not exceeding 50 square feet in size per side and posted no more than 15 feet in height from the finished grade of the lot</p>
M-1	<p>Maximum signage area of 10% of the primary building facade per lot including:</p> <p>Attached signs identifying uses or services on the premises not exceeding 1.0 square foot for every foot of building frontage; and/or</p> <p>1 detached sign located in the front yard not exceeding 32 square feet in size per side and no more than 6 feet high from the finished lot grade</p>
O-S	1 sign not exceeding 20 square feet identifying any building or use permitted under this chapter



BUILDING PERMIT APPLICATION and ZONING COMPLIANCE REQUEST

PROPERTY ADDRESS: _____

USE: RESIDENTIAL (1 or 2 Family) COMMERCIAL MIXED USE

APPLICANT INFORMATION:

YOUR NAME: _____ YOUR PHONE NUMBER: _____
(not a company name)

YOUR EMAIL ADDRESS: _____

YOUR MAILING ADDRESS: _____

PROPERTY OWNER:

Check if same as applicant above

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

CONTRACTOR: (check if same as:)

Owner Applicant (check both if applicable)

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

ARCHITECT: _____
OR ENGINEER

PERMIT REQUEST:

DESCRIPTION: _____

ADDITION/NEW CONSTRUCTION INTERIOR RENOVATIONS EXTERIOR RENOVATIONS

CHANGE/ESTABLISH USE DECK POOL/HOT TUB SHED/GARAGE/CARPORT

HVAC/MECHANICAL/ELECTRICAL SYSTEMS OTHER: _____

PROJECT COST ESTIMATE: (excluding plumbing & electrical) \$ _____

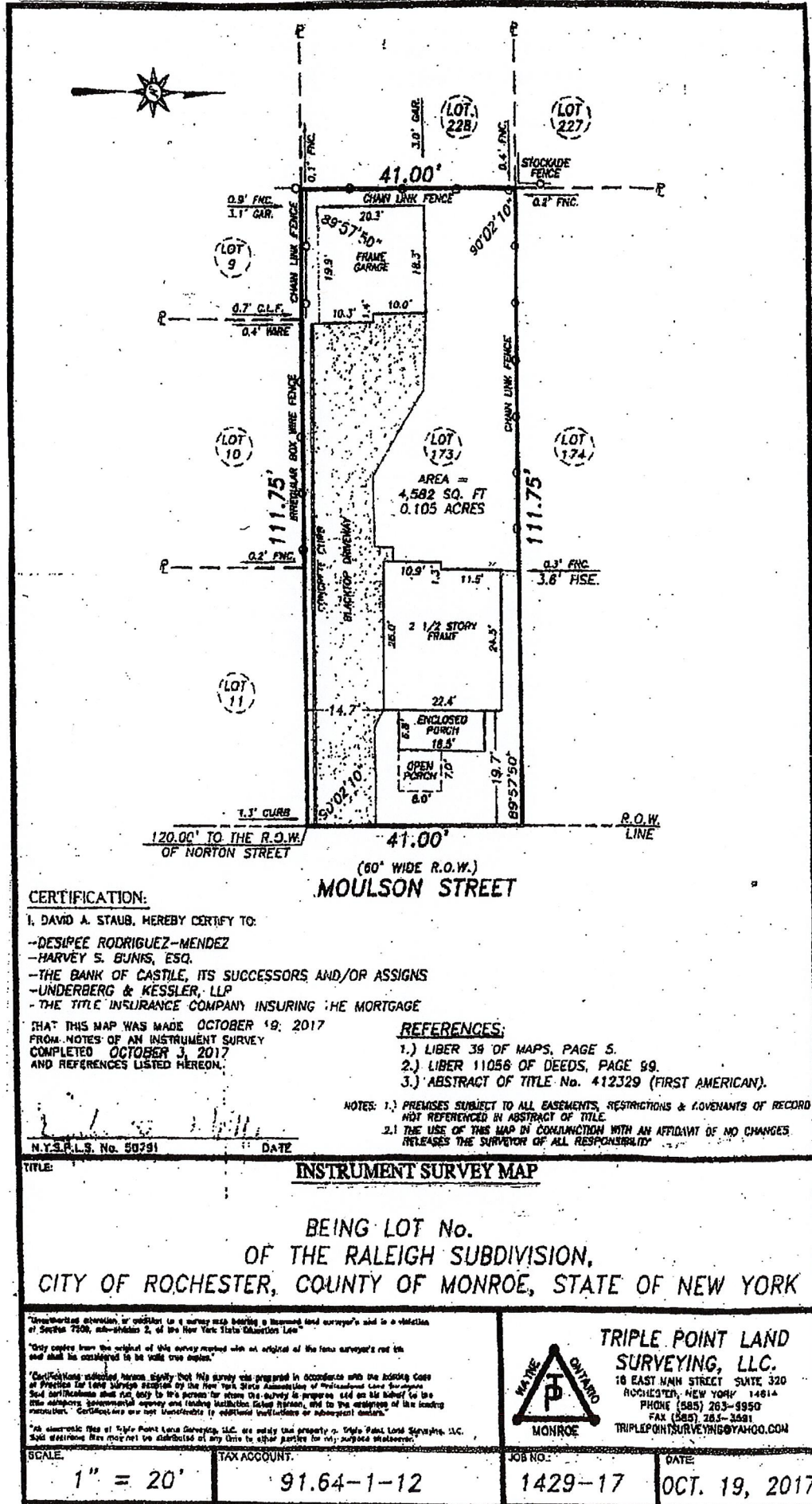
YOUR SIGNATURE: _____

DATE: _____

SAMPLE INSTRUMENT SURVEY MAP

NOTE:

- This is a sample of an Instrument Survey Map.
- The property owner should have received a copy at their closing.
- If you do not have one, you can check with your mortgage company or the attorney who handled your closing.
- The City does not keep copies of Instrument Survey maps.
- If you need to have a new one made, you need to call a Land Surveyor.



WORKERS' COMPENSATION INSURANCE

The State of New York requires that, prior to issuing any permits, the City of Rochester be provided with proof of Workers' Compensation Insurance coverage **or** provide proof of exemption from such coverage.

One of the following certificates must be provided by the applicant with each permit request:

- C105.2 or U-26.2 – Workers' Compensation Insurance (private carrier)
(contractor with employees)
- CE-200 – Exemption Certificate
(contractor with no employees)
- BP-1 – Affidavit of Exemption
(owner occupied 1-4 family & owner is performing work)
- SI12 or GSI-105.2 – Self Insurance coverage

Helpful Hints:

- To obtain a CE 200 Exemption
 - <https://www.businessexpress.ny.gov/>
 - Worker's Compensation Board location at 130 W. Main Street (verify if open by calling 1-877-632-4996)
- Certificates for building permits are job-specific and a separate certificate will be required for each building permit.
- NYS does NOT accept "ACORD" Certificates nor will they accept faxed copies.

CITY OF ROCHESTER
BUILDING PERMIT FEES
AS OF JULY 1ST, 2018

PROJECT COST		FEE		PROJECT COST		FEE
\$0	\$ 2,000	\$50		\$30,000	\$32,000	\$350
2,001	4,000	70		32,001	34,000	370
4,001	6,000	90		34,001	36,000	390
6,001	8,000	110		36,001	38,000	410
8,001	10,000	130		38,001	40,000	430
10,001	12,000	150		40,001	42,000	450
12,001	14,000	170		42,001	44,000	470
14,001	16,000	190		44,001	46,000	490
16,001	18,000	210		46,001	48,000	510
18,001	20,000	230		48,001	50,000	530
20,001	22,000	250		50,001	52,000	550
22,001	24,000	270		52,001	54,000	570
24,001	26,000	290		54,001	56,000	590
26,001	28,000	310		56,001	58,000	610
28,001	30,000	330		58,001	60,000	630

FORMULAS	
\$ 60,000 to 100,000	.009 x Cost + 150 = Fee
\$ 100,001 to 500,000	.007 x Cost + 375 = Fee
\$ 500,001 to 1,000,000	.005 x Cost + 1,475 = Fee
\$ 1,000,001 and over	.003 x Cost + 3,675 = Fee